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Chief, Security Control Staff
Acting Chief, Security Division
CIA Correspondence with Applicants

30 September 1952

1. The proposed revisions of form letters to be sent to CIA applicants have been reviewed. This review results in an overall criticism of a number of these letters, to the effect that they specify that the delay in processing cases is due to the time required for security clearance. If this factor is stressed to the applicant, it is believed that the "closing out" action, insofar as the disapproved applicant is concerned, will become more difficult and will be more definitely construed as resulting from a security disapproval rather than other processing possibilities. Accordingly, it is believed that the emphasis should be placed on the overall processing, rather than stating bluntly, as in letter #1, "Your appointment is contingent upon our successful completion of a security clearance process. . . which often requires as long as 90 days to complete." It is felt that the applicants' waiting period is better handled in the letters which have previously been used. One of these letters handles this problem as follows: "This is to advise that actual processing of your application for employment with this Agency has been initiated. . . Your appointment is contingent upon a number of factors, such as character and reference investigation, review of qualifications, and other processing procedures which often require as long as 90 days to complete.

2. I do not believe that anything is gained by advising an applicant that his final appointment is subject to that portion of his entrance on duty processing which consists of "a final security clearance interview" as set forth in letter #5. Accordingly, it is believed that letters to applicants should not include such a statement.

3. As a general comment concerning the rejection letter (#11), it is felt that reason #1 in paragraph 2 is so strong and valid as to make reason #2 superfluous.

4. In addition to incorporating the above general principles, it is felt that specific attention should be given to the implication in letter #2 to the effect that full appointment is automatic as soon as full processing is completed. By using the word, "automatic," it is felt that Personnel will place itself in a rather difficult position under the present procedure, which involves their obtaining resignations from persons who have entered on duty provisionally, and who are subsequently disapproved. It is believed that this statement should be so worded as not to be quite as specific in connotation.

SIGNED

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